



FHA's Office of Single Family Housing

Electronic Appraisal Delivery (EAD) Portal

Obtaining Your EAD First Time Access Information

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Access the FHA Connection User Profile Page

You can access the "User Profile" page from the "ID Maintenance" menu. There is a link to the "ID Maintenance" menu at the top of every FHA Connection (FHAC) page.

1. User will see a screen that looks like the screen below.
2. User enters ID in the "By User ID:" field of person to be granted EAD authorization.

FHA Connection ID Administration Request

[Help Links](#)

Choose one of the following:

[TOTAL Scorecard Acknowledgment](#)
[Lender Insurance Acknowledgment](#)

Query User IDs:

By User ID: 

By FHA Authorization:

By Last Name: First Name:

By ID Status:

By Assigned After the Date: / /

Sorted By:

- User then selects "EAD Portal" link; and
- Then, checks "Checkbox for Administrator".

Authorization for Electronic Appraisal Delivery (EAD) Portal Applications:

☐ **Administrator**





EAD Administrator Role and the Appraisal Portal One Time Key

If you have been assigned the EAD Administrator role, the "User Profile" will show you an Appraisal Portal One Time Key". If you have not been granted the role, you will need to contact one of your FHAC Application Coordinators and ask that the role be granted. If you don't know who your Application Coordinators are, you can click on the "Application Coordinators" link on the "ID Maintenance" menu. This page will provide the names and phone numbers of all the Application Coordinators for your organization.

You will find below a screen shot of the User Profile page. Please contact the FHA Resource Center if you are unable to obtain access and get your credentials:

- By email: answers@hud.gov
- By phone: 1-800-CALLFHA (1-800-225-5342)

The screenshot shows the 'FHA Connection' web interface. At the top, there is a navigation bar with links: Home, Main Menu, ID Maintenance, E-mail Us, Contact Us, and Sign Off. Below this, a red banner displays 'Welcome Pat Jones'. A secondary navigation bar contains 'ID Maintenance' and 'User Profile'. The 'User Profile' section is highlighted with a blue header. Below the header, user information is listed in a two-column format:

User ID:	M12345
First Name:	Pat
Middle Initial:	L.
Last Name:	Jones
Mother's Maiden Name:	Caputo
Email Address:	pattyj@.com
Phone Number:	721-163-4522
Appraisal Portal One Time Key:	2PT21XX





FHA Connection Security Screen – EAD Administrator Authorization

Authorization to the Electronic Appraisal Delivery is controlled through the following FHAC Security Administrator screen:

Authorization for Electronic Appraisal Delivery (EAD) Portal Applications:

☐ Administrator

After You Have Retrieved Your Appraisal Portal One Time Key

Please reference the Registration section in the EAD Portal *Lender Administrator Guide* for more details on the EAD access process. This should walk you through the steps to complete your registration in the EAD portal.

You will need to wait for the registration email from ead-noreply@veros.com. This email will always be at a minimum, the next day after you register in FHAC.

The EAD Portal *Lender Administrator Guide* and the other user guides and resources can be found on FHA's EAD Portal Information Page at:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/ead

Additional EAD Portal Resources

- Get information, user guides, fact sheets, and more on FHA's [EAD Portal Information Page](http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/ead) at:
http://portal.hud.gov/hudportal/HUD?src=/program_offices/housing/sfh/lender/origination/ead.
- View FHA's pre-recorded EAD portal webcast training modules:
 - [FHA Training for Lender Users: 100 - FHA Electronic Appraisal Delivery \(EAD\) Portal](#)
 - [FHA Training for Lender Administrators: 101 - FHA Electronic Appraisal Delivery \(EAD\) Portal](#)
 - [Electronic Appraisal Delivery \(EAD\) Portal: Direct Integration Service Provider Technical Overview](#)

